



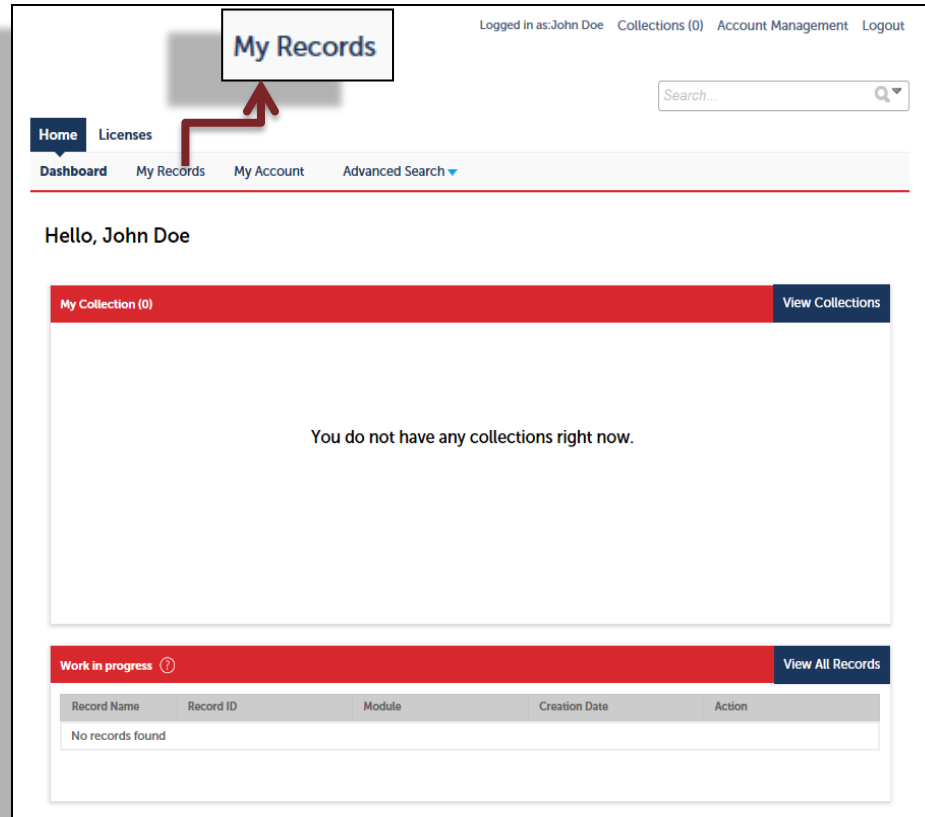
# Regulatory Licensing and Permitting System (RLPS) Server Training Schedule

# RLPS Server Training Schedule: Presentation Content

- Citizen Access Server Training Schedule Application
  - Site address: <https://rlps.abc.tn.gov/citizenaccess/>
  - Submit a new training schedule
    - Assumes user is logged into their RLPS account and has already received their Server Training Trainer Permit under an approved Training Program

# RLPS Server Training Schedule: Application

- Click the “My Records” tab



# RLPS Server Training Schedule: Application

- Click the “Amendment” link on the certificate record

[Home](#) [Licenses](#)

[Create an Application](#) [Search Existing](#)

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## My Records

The list below displays your active License, Permit, Application, Renewal, Change Request, and Citation Records.

View record detail by clicking on the RLPS ID of the record.

Outstanding fees or fines may be paid for by clicking the “Pay Fees Due” link next to the record.

Incomplete records may be resumed by clicking the “Resume Application” link next to the record.

Renew a license by clicking the “Renew” link next to the record. The “Renew” link will only appear 45-days prior to expiration if the license is in good standing and all fines have been paid.

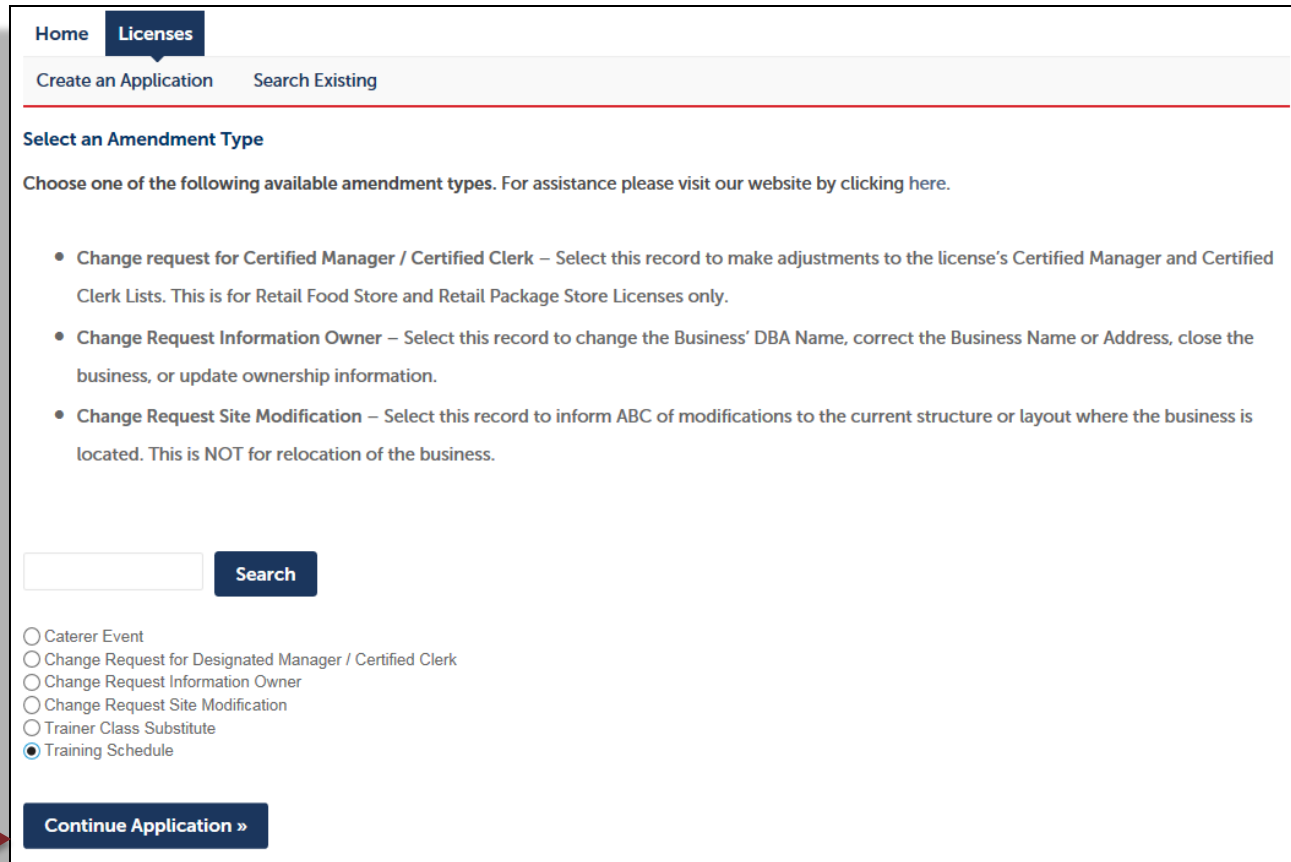
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<input type="checkbox"/>	Action	RLPS ID	RLPS Record Type	Expiration Date	Record Status	Short Notes
<input type="checkbox"/>	<a href="#">Amendment</a>	EDUSTT-1700009	Server Training Trainer Certificate	11/13/2018	Active	
<input type="checkbox"/>		17A-EDU-STT-000019	Server Training Trainer Application		Issued	

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# RLPS Server Training Schedule: Application

- Select the Training Schedule option



The screenshot shows a web application interface for RLPS Licensure. At the top, there are tabs for 'Home' and 'Licenses', with 'Licenses' being the active tab. Below the tabs, there are two links: 'Create an Application' and 'Search Existing'. The main heading is 'Select an Amendment Type'. Below this, a paragraph states: 'Choose one of the following available amendment types. For assistance please visit our website by clicking here.' There are three bullet points describing the amendment types: 'Change request for Certified Manager / Certified Clerk', 'Change Request Information Owner', and 'Change Request Site Modification'. Below these, there is a search bar with a 'Search' button. At the bottom, there is a list of radio buttons for selecting an amendment type: 'Caterer Event', 'Change Request for Designated Manager / Certified Clerk', 'Change Request Information Owner', 'Change Request Site Modification', 'Trainer Class Substitute', and 'Training Schedule'. The 'Training Schedule' option is selected. Below the list is a 'Continue Application »' button. A red arrow points from a 'Click to continue' box to the 'Continue Application »' button.

Home Licenses

Create an Application Search Existing

### Select an Amendment Type

Choose one of the following available amendment types. For assistance please visit our website by clicking here.

- Change request for Certified Manager / Certified Clerk – Select this record to make adjustments to the license’s Certified Manager and Certified Clerk Lists. This is for Retail Food Store and Retail Package Store Licenses only.
- Change Request Information Owner – Select this record to change the Business’ DBA Name, correct the Business Name or Address, close the business, or update ownership information.
- Change Request Site Modification – Select this record to inform ABC of modifications to the current structure or layout where the business is located. This is NOT for relocation of the business.

Search

☐ Caterer Event  
☐ Change Request for Designated Manager / Certified Clerk  
☐ Change Request Information Owner  
☐ Change Request Site Modification  
☐ Trainer Class Substitute  
☒ Training Schedule

Continue Application »

Click to continue

# RLPS Server Training Schedule: Application

- Click the “Select from Account” button to add contact information and your current Trainer RLPS Number

The screenshot shows a web application interface for the RLPS Server Training Schedule. At the top, there are tabs for 'Home' and 'Licenses', with 'Licenses' being the active tab. Below the tabs are links for 'Create an Application' and 'Search Existing'. The main section is titled 'Training Schedule' and contains a progress bar with four steps: '1 Trainer Info' (highlighted in yellow), '2 Schedule Info', '3 Review', and '4 Record Issuance'. Below the progress bar, the current step is 'Step 1: Trainer Info > Trainer Info'. A note says 'Please verify that contact information is correct.' and a small red asterisk indicates a required field. The form is divided into two main sections: 'Applicant-Individual' and 'Trainer RLPS Number'. The 'Applicant-Individual' section has a blue header and a light gray body with the text 'To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.' Below this text is a dark blue button labeled 'Select from Account'. The 'Trainer RLPS Number' section also has a blue header and a light gray body with the text 'Please add your RLPS Number'. Below this text are two dark blue buttons: 'Select from Account' and 'Look Up'. At the bottom of the form, there are two buttons: 'Save and resume later' (orange) and 'Continue Application »' (dark blue). A red arrow points from the 'Continue Application »' button to a box labeled 'Click to continue'.

Home Licenses

Create an Application Search Existing

Training Schedule

1 Trainer Info 2 Schedule Info 3 Review 4 Record Issuance

Step 1: Trainer Info > Trainer Info

Please verify that contact information is correct.

\* indicates a required field.

Applicant-Individual

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account

Trainer RLPS Number

Please add your RLPS Number

Select from Account Look Up

Save and resume later Continue Application »

Click to continue

# RLPS Server Training Schedule: Application

- Complete the form

The screenshot shows a web application interface for the RLPS Server Training Schedule. At the top, there are tabs for 'Home' and 'Licenses', with 'Licenses' being the active tab. Below the tabs are two links: 'Create an Application' and 'Search Existing'. The main heading is 'Training Schedule'. Below this is a progress bar with four steps: '1 Trainer Info' (highlighted in yellow), '2 Schedule Info', '3 Review', and '4 Record Issuance'. The current step is 'Step 1: Trainer Info > Trainer Number'. A note on the right states '\* Indicates a required field.' The form section is titled 'Schedule Information' and contains three required fields: '\* Program Certificate ID:', '\* Training Program Type:', and '\* Name of Training Program:'. Each field has a corresponding input box. At the bottom of the form, there are two buttons: 'Save and resume later' (orange) and 'Continue Application »' (dark blue). Red arrows point from external text boxes to these buttons.

Home Licenses

Create an Application Search Existing

Training Schedule

1 Trainer Info 2 Schedule Info 3 Review 4 Record Issuance

Step 1: Trainer Info > Trainer Number

\* Indicates a required field.

Schedule Information

PROGRAM INFO

\* Program Certificate ID:

\* Training Program Type:

\* Name of Training Program:

Save and resume later Continue Application »

Click to save and  
exit application

Click to continue

# RLPS Server Training Schedule: Application

- Complete the form

SCHEDULE INFO

Schedule Status:

Submitted

End Time:

--Select--

\* Location Address:

Contact Phone:

Agency Approved:

☐ Yes
 ☐ No

\* Date of Class:

\* Max Seats:

\* Location City:

\* Is class open to the public?:

☐ Yes
 ☐ No

Start Time:

--Select--

\* Location Name:

\* Location Zip Code:

Agency Comments:

spell check

Submit

Cancel

# RLPS Server Training Schedule: Application

- Add classes as needed

Home **Licenses**

Create an Application Search Existing

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**Training Schedule**

1 Trainer Info 2 Schedule Info 3 Review 4 Record Issuance

*Step 2: Schedule Info > Schedule*

\* indicates a required field.

**Schedule**

*SCHEDULE INFO*

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<input type="checkbox"/>	Schedule Status	Date of Class	Start Time	End Time	Max Seats	Location Name	Location Address	Location City	Location Zip Code	Contact Phone	Is class open to the public?	Agency Comments	Agency Approved	
<input type="checkbox"/>	Submitted	12/30/2017	10:30 AM	1:00 PM	10	Locky Hall	22 flamer rd	nashville	37876	7369876567	Yes			Actions ▼

**Add A Class** ▼ **Delete Selected Classes**

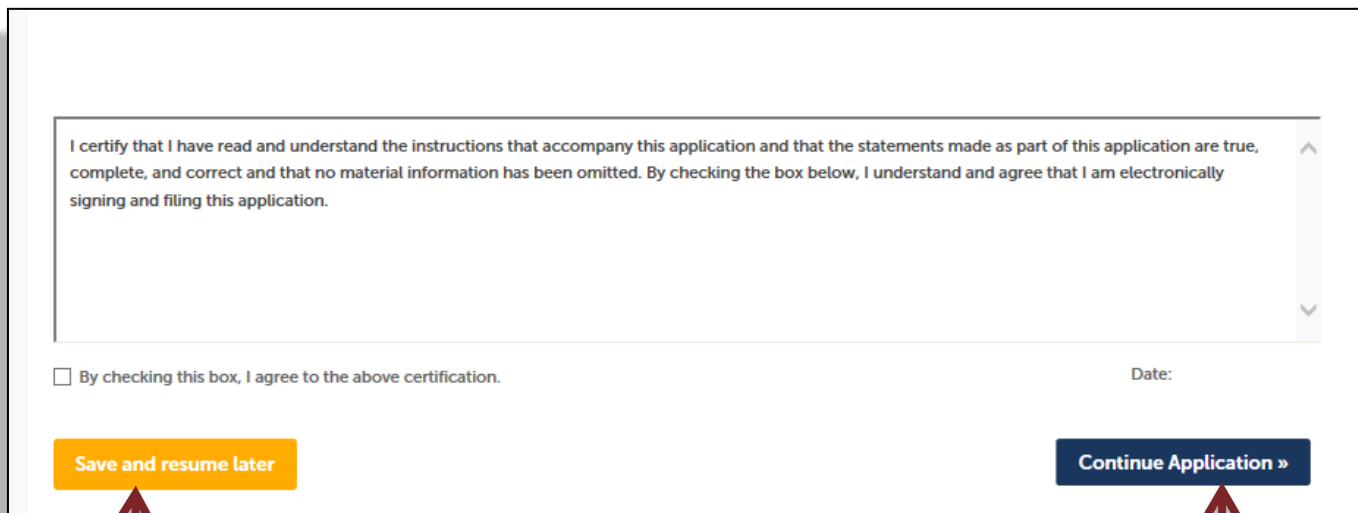
**Save and resume later** **Continue Application »**

Click to save and exit application

Click to continue

# RLPS Server Training Schedule: Application

- Review your application information
- Edit your entry as needed
- Acknowledge your entry



I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

☐ By checking this box, I agree to the above certification.

Date:

[Save and resume later](#) [Continue Application »](#)

Click to save and  
exit application

Click to continue

# RLPS Server Training Schedule: Application

- Application completed

[Home](#) [Licenses](#)

[Create an Application](#) [Search Existing](#)

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**Training Schedule**


1 Trainer Info

2 Schedule Info

3 Review

4 Record Issuance

**Step 4: Record Issuance**



Your record has been successfully submitted.  
Please print your record and retain a copy.

Thank you for using RLPS Citizen Access.  
**Your Record Number is 17S-EDU-SCH-000035.**

You will need this number to check the status of your record.

You may view your record detail, check status, and upload additional documentation by clicking the View Record Details button below.

[View Record Details »](#)



Thank You